

SENIOR OPERATOR (WATER RECLAMATION FACILITY)

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code – L335

GENERAL DESCRIPTION OF THE DUTIES

In a lead capacity, operate and maintain City's Class IV Water Reclamation Facility and associated pump stations in compliance with State and federal regulations; while meeting the specific effluent standards established by the Facility's NPDES permit.

SUPERVISION RECEIVED

Works under the general supervision of the WRF Operations Superintendent.

SUPERVISION EXERCISED

In a lead capacity, schedule and assign work for over 3 seldom over 5 FTE. The Senior Operator may provide training and orientation to the WRF Operators, Operator interns, and to newly assigned personnel regarding policies and practices. However, full supervisory responsibility is not a typical function assigned to this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. In a lead capacity, performs routine inspections of the Water Reclamation Facility and pump stations to ensure proper equipment operation, working condition and cleanliness of equipment and work/pump stations per established requirements. Read and record monitoring instruments, gauges and other equipment indicators.
2. Administers and implements biosolids program, including transportation routes, landowner site coordination, complaint response, and program record keeping.
3. Schedules daily work assignments and plans/coordinates long-term project work.
4. Generates and maintains accurate operational reports and written documents using word processing, spreadsheet and other data base software.
5. Interprets process control laboratory data and makes adjustments to meet targets set by the process control guidelines. Participates and makes recommendations at weekly operations meetings.
6. Enters, retrieves, and manipulates data from computer; and uses SCADA (Supervisory Control and Data Acquisition System) control system to operate, troubleshoot, and control treatment plant and pump station processes. Provides trending information and creates graphs, charts, and spreadsheets for complex problem analysis.

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7. Establishes and maintains logs and records as required by laws, regulations and procedures.
8. Orders and schedules timely delivery of required materials and supplies including chemicals for biosolids handling, activated sludge conditioning and tertiary treatment.
9. Adjusts instrumentation and calibration of sensors to control systems such as chemical feed systems, biosolids systems, secondary process systems, wet well levels, and manages extreme hydraulic fluctuations.
10. Collects samples and conducts process control testing.
11. Takes appropriate corrective action in response to spills of chemicals, polymers, and bio-solids within work area as needed; and responds to emergencies by taking corrective steps.
12. Performs preventive/corrective minor maintenance on equipment at the Water Reclamation Facility and pump stations. Generates work orders for preventative and corrective equipment maintenance. Uses independent judgment in response to equipment malfunctions, potential permit violations, and anticipated action required in response to storm events.
13. Follows all safety rules and procedures for Water Reclamation Facility and City-wide safety.
14. Participates as member of the operation and maintenance team to assess conditions, solve problems, and make team decisions.

OTHER JOB FUNCTIONS

1. May perform various custodial work within Facility.
2. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintains work areas in a clean and orderly manner.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Advanced knowledge of principles, methods, materials, tools and equipment used in activated sludge process treatment plant operations and maintenance, including biological and chemical nutrient removal aeration system, secondary clarification, return flow rate control and wasting strategies.
- Knowledge of solids processing, including gravity belt thickener and auto thermal thermophilic aerobic digestion operation; related principles of chemistry and biology; bio-solids application methods and procedures, principles of sample collection and preservation, safety and biohazards associated with sewage treatment, and, routine process control laboratory tests.

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- Knowledge of spreadsheet, word processing and data base applications software.

Skills

- Skill in establishing and maintaining effective relationships with individuals from diverse backgrounds.

Ability

- Ability to communicate effectively with the public, members of outside agencies, and employees.

EXPERIENCE AND EDUCATION

Equivalent to high school education plus additional broad specialized courses in wastewater technology equal to two years of college. Four years experience at a Class III or higher activated sludge wastewater treatment facility, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES

Possession of Level III Wastewater Systems Operator certification and current First Aid/CPR card.

DESIRABLE EXPERIENCE, TRAINING AND CERTIFICATIONS

Associates degree in Wastewater Technology; previous lead worker responsibilities in an advanced wastewater treatment facility, possession of Level IV Wastewater System Operator certification, current First Aid/CPR card, but not required.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Many duties are physically demanding requiring entry to confined spaces and occasionally moving materials weighing up to 80 pounds. Movement of materials weighing up to 25 pounds may consume up to 15% of the work period. Activity and types of duties performed require manual dexterity and coordination. Reasonable accommodation will be made to otherwise qualified individuals with a disability.

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WORKING CONDITIONS

Approximately 50% of the work period takes place outside of buildings with exposure to all types of weather conditions on a year-round basis, and exposure to sewage, sludge, bio-hazards, dirt, oil, grease, fumes, noise and chemicals. Entry to confined spaces is required on an infrequent basis. Position is subject to emergency on-call response after normal duty hours. May require working on rotating shifts, weekends and holidays.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 05/01

Revised: 09/14